

The Village Board meeting was called to order by President Walsten on Oct 13, 2014 at 6:35 p.m. with Trustees Hawkey, McNaughton, McCallum, Leavy, Klahn, Frandy present. Others present were Diane DiSalvo, Roland Arndt, Clerk Strause, Chief Barger, PW Director Langer. The Pledge of Allegiance was cited by all.

Oregon Youth Center Director, Diane DiSalvo, gave an update on activities, data on youth attending programs, and funding partners. Fitchburg has a number of youth attending the **Oregon Youth Center**; however, they have yet to contribute to the program. The YMCA will no longer fund the center as of Nov 1st. A new local group to support the center has formed a 501 C(3) to have non-profit status. The new group is passionate about keeping the center open and sustain a healthy environment for local youth. DiSalvo reported 2013 and 2014 data regarding numbers of youth attending; there are 25-35 youth a day attending with numbers higher in the summer. Current operating budget shows a \$15,000 deficit. Village contribution will remain the same at \$3800 in 2015. Operating budget is \$52,000 with revenue of \$37,000. The goal is to cut down expenses to \$45,000 with equal income. The hours are M-F, 3-6 pm during the school year and 10 am—5 pm in the summer. The Center is very dependent on donations from Municipalities. Without municipal support, Dane County will not give the center \$8650 (currently) a year.

Adopted **Fire and EMS budgets** were presented by Roland Arndt. Because of a shortage of volunteers, especially M-F from 8 a.m. to 5 p.m., EMS will be hiring 2 part time temporary employees from January to September at \$9/hour. The Fire and EMS departments will hire two permanent full time (36 hours a week) cross trained employees to start in September, 2015. Preliminary budgets were reduced with unallocated reserve funds from both departments reducing the financial impact to all municipalities in the district. Equalized values for the Village increased while decreases are shown for the other municipalities as compared to prior years. Consequently, Brooklyn's share of the Fire Dept budget based on equalized value is \$84,873.30 an increase of \$5722 from last year. The Fire dept 2015 budget is approved at \$285,687.25 less drawn down funds of \$10,940.57. The EMS budget is calculated by population at \$40 per capita. The Village's share of the EMS budget is \$56,600 an increase of \$26,927 from last year. Both budgets consider the hiring process to take nine months with 25% of the employee wage included in the 2015 budgets. The EMS budget is \$226,433.65 less draw down funds of \$25,733.65 leaving an allocated budget of \$133,200. Village is required to provide these services. The EMS sweep account will no longer be a source of draw down funds in 2016.

Trustee Hawkey moved, second Leavy, carried to approve the minutes of 9-8-14.

President Walsten reported on several meetings she has or will be attending as follows: League of Municipalities Annual Conference, October 15-17, 2014, Middleton Marriott; Heather Kirkpatrick and Walsten will be staffing the Brooklyn Business Park Exhibit Booth, at InBusiness Expo, Alliant Center, October 22; Clerk Strause and Walsten met with Linda Fuller and other representatives of the Oregon-Brooklyn Food Pantry as they are in need of more space for the pantry; an InBusiness Magazine Business Mixer, Edgewater Hotel, Madison, 9/10/2014; Trustee McNaughton, Dep Clerk Brewer, and Walsten met with Belleville officials regarding the Municipal Court Agreement Meeting, Belleville, 9/11/2014; Met with Prospect for Business Park, 9/12/2014; Senior Center Work Group Meeting, Budget, 2015, 9/16/2014; Presented Village President Role and Responsibilities, 4th grade classes, Brooklyn Elementary, 9/17/2014; Oregon Area Chamber of Commerce Meeting, Oregon, 9/18/2014; Attended Boardman & Clark Seminar, on Personnel Policies on Social Media, Alcohol Use, Supervision Mistakes, etc., Alliant Energy Center, 9/19/2014; Met with Village Engineer, Josh Straka, 9/19/2014; Teleconference, League of Municipalities Board, 9/24/2014; Dane County Cities & Villages Meeting, Marshall, WI, 9/24/14; DOT Meeting for Hwy 14 Redesign Plans, Madison, WI, 9/29/14; Heather Kirkpatrick and Walsten met with Paul Jadin, Executive Director, Madison Regional Economic Development Partnership, Madison, 9/30/14; Met with Kirk Penney, Capstone student, about his Downtown Revitalization Student Project and Planning Commission's expectations, 10/3/14; Met with Dave West and Rafael Curutchet,

prospective members for EDCommittee, 10/3/14. Walsten handed out copies of the proposed Veterans Memorial rendering and the poster for the fundraiser dance on Oct 25th and raffle. Volunteers are needed. Oregon Senior Center auction will be on November 1st. An Oregon School District referendum book is available at the Clerk's Office for anyone to review regarding the Nov 4th referendum. Walsten supports passing the referendum.

Clerk Strause gave the August financials with revenue of \$232,197.74, expenses of \$113,221.64 and a balance for all funds as of 8/31/14 of \$1,451,896.11. As of today, photo ID is not required for the Nov 4th election. New signs stating the opposite arrived last week, the day before the Supreme Court ruling. The proposed personal property tax abolishment is again being discussed as it has many times over the last few years. The abolishment of this tax would place the burden on residential property.

Public Works: Director Langer requested approval per the committee's recommendation to **add a street light on the south side of W Main St across from the fire station in the area of the proposed Veteran's Memorial.**

There is no charge to install; however there would be a monthly usage fee, guesstimated at \$10/month. It is very dark on this corner and there are concerns of vandalism of the memorial. Klahn moved, second Frandy, carried to approve adding a street light after the memorial is built and if needed after the memorial lighting is installed. **RFQ's for loader tires** were sent to six tire companies with two responding. There is \$4500 in the 2014 budget for tires and the balance would be paid in 2015 if \$3567 is budgeted. Frandy moved to postpone until budget discussions are held, second Hawkey, carried. Klahn moved second McNaughton, carried to take the old tires to surplus and sell when the loader tires are removed. The three year **street sweeping contract with C&C Johnson** ends this year; however, they will extend the contract until 2017 keeping the rate the same in 2015 at \$1050 per sweeping, \$1090 in 2016, and \$1090 in 2017. The streets are swept three times per year. McCallum moved, second Leavy, carried to accept the three year addendum to the contract as stated above.

PW & Utility reports. Hydrants are being flushed, equipment is still being replaced at the WWTP from the lightening strike, public education "what to flush" is on the website, wet testing, required by DNR, still having trouble with overnight delivery. Shipper, DHL, may be contacted if another shipment is delayed. DOT local road certification has been mailed, storm drains/inlets are being cleaned and one repaired at Douglas/Juniper. Lincoln St pond was again pumped 9-10-14. Mowing is going well and ending soon. New mower has been received. Urban Forestry grant application is done. Tree maintenance per the 2012 tree survey is being worked on.

Safety: Chief Barger presented a sheet on Halloween safety tips. McCallum moved, second Leavy, carried to have **Trick-or-Treat hours the same as last year from 4-7:30 p.m. on October 31st.** Frandy moved, second Klahn, carried to postpone discussion on the **after action report for Labor Day.** Sherri Arndt attended a committee meeting to discuss this report. Barger met with the **Oregon School District's Safety Committee** on Oct 7th regarding the use of their new identification system, rail safety, and school emergency response plans.

Squad car data terminal no longer is working and a loaner is being used until it can be replaced. Barger is working on a grant through WISDOT TraCS to replace the squad data terminal and printer. Problems continue with **NewWorld/LERMS.** Lack of coordination and communication created a problem with connectivity and virus control. Request by Dane County Executive, Joe Parisi, to change the **Public Safety Communications Center Board to an Advisory Committee** was discussed. Barger is in the process of providing protective information to his staff regarding the **Ebola Virus.** After attending a training conference in Ohio, Barger will be **reviewing department driving policies** and probably make changes based on what was learned at the conference.

Background information for a part-time police officer position is being worked on. A Monroe company has developed a **patch badge for outer garments** for the department and will save money rather than buying metal badges.

New Business: Auditors for the Village, Johnson Block and Company, Inc. offered an audit contract for 2014 and 2015 with a 2.5% increase each year. 2014 will cost \$17,585 + \$2500 for special audit for TID #2. 2015 audit will cost \$18,020. Klahn moved, second McNaughton, carried to approve the 2014-2015 audit contract with Johnson Block and Company. **Resolution #2014-06 amending the General Fund 2014 budget taking \$50** from 100-51410-316 software support to 400-53311-824 Capital Projects Reserve Fund-Undesignated so that total General Fund 2014 expenditures will be at \$954,485 qualifying for the 2015 expenditure restraint program was moved by Trustee McNaughton, second Frandy carried to approve.

2015 Budgets: Resolution #2014-07 Adopting Employee Wage and Fringe Benefits for 2015 was presented and recommended by the Personnel Committee giving the employees a 2% wage increase and having employees taking health insurance pay for the increase in the base plan, Unity, of \$11 per month over last year's rate. This \$11.00 per month or \$5.08 per pay period is in addition to the current 2014 employee contribution of \$11.26 per pay period. Unity Health Insurance's family plan for 2015 is \$1410 per month per employee. Recommendation is based on a 1.2% CPI and .8% increase in insurance. Klahn moved, second McNaughton, carried to approve this resolution. Clerk Strause presented and discussed the **Levy limit worksheet and debt service schedules**. Levy limit can be raised \$2,272 for 2014 levy payable 2015. Debt service has increased \$71,670 due to TID #2 debt that will need to be paid because of no tax increment coming from TID #2. Two special Board meetings will be held next week on Monday, Oct 20 and Thurs, Oct 23 starting at 6:30 p.m. to discuss 2015 budgets. Klahn moved, second Frandy, carried to approve the **Budget hearing on Nov 10th at 6:30 p.m. Ordinance 50.02 Amending Annexing Territory description from 2012 with an effective date of November 5, 2014.** The annexed territory is located in a separate Supervisory District #32, Assembly District #43, Senate District #15 and also creates Ward #3 in the Village. There is no population, however, in this district. McCallum moved, second Leavy, carried to approve the Amendment of Chapter 50.02 with an effective date of Nov 5, 2014. Clerk will record at Register of Deeds and Dane County Clerk's Office.

Unfinished Business: Capital Improvement Plan will be discussed during the budget sessions. McNaughton moved, second McCallum, carried to postpone. **Recodification of Ordinances Update:** Walsten reported she continues to **edit and prepare ordinances for the Board to review** and then send to Municipal Code. **Municipal Court update:** McNaughton, Walsten, and Dep Clerk Brewer met with Belleville officials to continue to work on the cost sharing agreement for a Municipal Court System. No changes were made during the discussion. The \$128 per month rent remains in the contract. When drafting the Municipal Court Referendum Information Sheet for the November election, Walsten identified the village court budget of \$7900 included \$1000 for attorney and did not include required costs cited in the proposed Belleville agreement, resulting in a corrected budget figure of \$8080 plus \$1000 attorney costs. The Referendum Info Sheet was revised to say "the final annual costs are unknown and should be reduced, but may be higher." The draft **RFP for assessment maintenance services** was reviewed and approved per motion by McNaughton, second Klahn, carried. RFPs are due Nov 3rd.

Consent agenda: Frandy moved, second Klahn, carried to approve the following: Payment of October 2014 invoices as listed; Resolution **#2014-08 Urban Forestry Grant.**

Committee Reports: Planning & Zoning-Resolution #2014-05 Approves with conditions a Conditional Use Permit for Matthew Goble, DBA, Against the Grain, for 114 Hotel Street, property owned by Sandra Mortensen. Hearing was conducted by the Plan Commission with recommendation for approval. Frandy moved, second McNaughton, carried to approve the Resolution. Walsten announced the resignation of Rob Roth, zoning administrator, from General Engineering. Temporary zoning administrator will be Jerry Foellmi, President, General Engineering, until a new consultant is hired. **Ordinance-no meeting. EDC-Walsten moved,** second Klahn, carried to approve Dave West as a committee member. InBusiness Expo is Oct 22 at the Alliant Energy Center to market the Brooklyn Business Complex. **Recreation-Frandy reported all is going well.** Crafters

are still needed for the craft show. McNaughton moved, second Klahn, carried to approve the committee minutes of 8-14-14. McNaughton moved, second Klahn, carried to approve the resignations of Tari Lust and Summer Harnack. McNaughton moved, second Hawkey carried to appoint Hope Mikkelsen, Emmi Schriener & Jessica Klahn as new committee members. Trustee Klahn abstained. Movie night started in October.

Emergency Management-no report. **Personnel**- Five attorneys returned **RFP's for Village attorney**. Proposal packets were given to all Trustees. Committee reviewed the proposals and three firms will be invited for an interview by the committee: Boardman and Clark, Axley Brynelson, and Kasieta Legal Group. Committee will reduce to two and bring to Board for a second interview. Policy for Prevention of **Work-Acquired Infections and Blood Borne Diseases** was presented, reviewed/discussed. McNaughton moved to approve as written, second Frandy, carried. The policy may need to be updated and will be amended if needed. A **Non-discrimination policy** was presented. Frandy moved, second Klahn, carried to approve as written. The policy will be sent to Green County Extension as requested by them. **Finance**-McNaughton reported the Clerk's budget was reviewed, along with the expenditures restraint formula, Fire/EMS budgets, and legal services RFP's. Walsten stated IT work that needs to be done in 2015 needs to be placed in the budgets.

At 9:03 p.m., Klahn moved, second Frandy, unanimously carried by voice vote to convene to Closed Session pursuant to WI Stats 19.85 (1)(b) consideration of dismissal, demotion, discipline, or investigation of charges of a public employee. Klahn moved, second McNaughton moved to resume to open session. Approved unanimously. Motion made by Hawkey/McCallum to issue a verbal warning to Chief Harry Barger for violation of the Department Head Policy for Communicating Extended Time Off. Hawkey, McCallum voted aye. Klahn, McNaughton, Leavy, Frandy, Walsten voted nay. Klahn/McNaughton motioned to issue a written warning to Chief Harry Barger for violation of the Department Head Policy for Communicating Extended Time Off. Klahn, McNaughton, Leavy, Frandy, Walsten voted aye. Hawkey, McCallum voted nay. Motion carried.

Motion to adjourn Klahn/McNaughton was approved unanimously at 9:50 pm.

Carol A Strause, MMC, WCMC, CMTW